

Non-Traditional Employee Holiday Process

Non-Traditional employees are those whose work schedules fall outside of the normal Monday through Friday work week. For example, those who work overnight shifts or those who work four 10-hour days a week are considered non-traditional employees.

Non-Traditional employees will automatically receive holiday credit for the hours based on their schedule type. That is, whether their schedule requires an 8, 10, 12 or 24 hour day. eSTART will apply 8, 10, 12 or 24 hours of **Holiday Earned** for these employees, provided the employee is in pay status on the scheduled day before and scheduled day after the holiday. The **Holiday Earned** hours will automatically bank.

NOTE: The holiday will be credited even if the employee is not scheduled to work on the holiday, provided they are in pay status the scheduled work day before and after.

If the employee is not in pay status the day before or after the holiday, the holiday will not be earned. In this case, the manager or Agency Admin must add the pay code for Leave Without Pay to the timecard on the date of the holiday to prevent employee payment for the holiday.

A Holiday is a Regular Work Day for a Non-Traditional Employee

For a non-traditional employee, a holiday is considered a regular work day. Therefore, if the holiday is a scheduled work day, the employee must account for the total number of hours on the scheduled work day.

In the example below, the employee received ten hours of **Holiday Earned**. He also worked seven hours on the holiday. If the employee is scheduled and works on the holiday, the hours worked go to either regular or comp/overtime. The holiday hours are still granted and banked for the **Holiday Earned** time.

Since the employee worked seven hours but was scheduled to work ten hours, three hours of leave must be used for the remainder of the scheduled day.

Washington or Jefferso...	10:00						
SICK LEAVE TAKEN	3:00	1:00PM				3:00	3:00
		1:00PM	9:00PM		8:00	8:00	11:00
		1:00PM	9:00PM		8:00	8:00	19:00
		1:00PM	9:00PM		8:00	8:00	27:00
		1:00PM	9:00PM		8:00	8:00	35:00

Pay Code	Amount
HOLIDAY EARNED	10:00
REGULAR	32:00
SICK LEAVE TAKEN	3:00

NOTE: If the employee observed the holiday, insert a row on the holiday date and add the **Holiday Bank Taken** pay code.